AVAYA

Telephony
Contact Centers
Mobility
Services

T3 Compact
connected to IP Office

Benutzerhandbuch

User's guide

Manual de usuario

Manuel utilisateur

Manuale d'uso

Gebruikersdocumentatie

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Important notes

Which systems can you connect your telephone to?

This telephone is only intended for connection to telecommunications systems from Avaya. It must not be connected directly to a PSTN.

Declaration of conformity

We, Avaya GmbH & Co. KG, declare that the T3 Compact telephone complies with the basic requirements and other relevant rules in accordance with directive 1999/5/EU (Radio and Telecommunication Terminal Equipment, R&TTE).

This telephone is intended for connection to digital interfaces of Avaya telecommunications systems and meets the fundamental requirements formulated in EC directive 1999/5/EC (Radio and Telecommunication Terminal Equipment, R&TTE).

The design of this telephone makes it unsuitable for direct operation on interfaces of public telephone networks.

When using links and DSS modules:

This link / DSS module is intended for connection to T3 telephones and meets the fundamental requirements of EC directive 1999/5/EC (Radio and Telecommunication Terminal Equipment, R&TTE).

The design of this Link/DSS module makes it suitable for use with T3 telephones only.

If any problems should occur during operation, please initially contact your specialist dealer or your system administrator.

The complete Declaration of Conformity can be requested at the following Internet address: www.avaya.de/gcm/emea/de/includedcontent/conformity.htm or look for "Conformity" in the index.

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Declaration of Conformity IP

We, Avaya GmbH & Co. KG, declare that the T3 IP Compact telephone complies with the basic requirements and other relevant rules in accordance with directive 1999/5/EU (Radio and Telecommunication Terminal Equipment, R&TTE).

This telephone is designed for connection to Ethernet/LAN interfaces of IP-compatible telecommunications systems from Avaya and complies with the fundamental requirements formulated in directive 1999/5/EU (R&TTE).

Avaya cannot guarantee successful operation of the telephone in LAN or Intranet environments in which no Avaya telecommunications system is present.

Important notes

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Tips on phone location

Place the telephone on a non-slip surface, especially if the furniture is new or has recently been cleaned or polished. Varnishes or cleaning agents may contain substances which soften the base parts of your telephone, and softened bases can leave undesirable marks on furniture. Avaya cannot assume liability for damages of this kind.

Important notes

Repairs

The equipment may only be opened or repaired by a qualified technician. Do not open the telephone yourself. Doing so could damage the unit and cause it to malfunction.

What you should definitely read

You should definitely read the following sections. These sections explain all the parts of your telephone. You will find out how to use your telephone.

Overview of your telephone *(→ p. 7)*
Basic rules of operation *(→ p. 11)*

- You will often find this information line at the end of a section or chapter. It contains additional information that will help you to make better use of the functions.

Additional functions

Functions marked by an * are not activated as standard for your telephone.

If you wish to use one of these functions, please contact your system administrator.

... telephoning made easy

You can make the following settings immediately or during your first telephone calls:

- TheVolume *(→ p. 49)* for ringing and for the handset to suit your surroundings.
- Adapting the contrast of the display *(→ p. 49)* to the lighting conditions where you are.
- Selecting which Language *(→ p. 50)* should be used for all displays. The languages available are English, German, French, Spanish, Dutch and Italian.
- Saving frequently used call numbers in a personal Directory *(→ p. 37)*. You can modify the individual directory entries yourself.

User manual in other languages

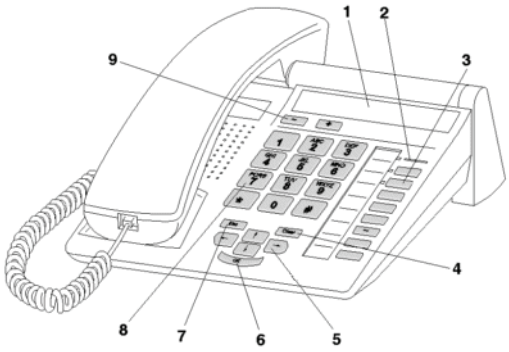
Would you prefer to read these operating instructions in a different language? Via our homepage www.avaya.com you can access our document database. Look there to find out whether the language version you want is available for download.

Important notes

Always dispose of old equipment correctly - keep our environment tidy

Old electrical and electronic equipment marked with this symbol can contain substances hazardous to human beings and the environment. Never dispose of these items together with unsorted municipal waste (household waste). In order to protect the environment, public collection points have been set up to ensure the correct disposal of old electrical and electronic equipment marked with this symbol.
To reduce the risk of these substances being released into the environment and to reduce the burden on natural resources, it is also possible to participate in Avaya's used equipment return system. This system ensures the correct recycling of old equipment as well as the re-utilisation of individual components.

Your T3 (IP) Compact at a glance



1	Display
2	Call indicator
3	Function keys partially with LED
4	Clear key
5	Arrow keys for navigation around the display
6	OK key
7	Escape key
8	Digit keys with letters
9	Volume/Contrast keys

The keys at a glance

1 2 ... 9 0 Digit keys with letters: For dialling call numbers and entering codes and text. The alphabetic labelling allows you to dial with letters (vanity numbers).

* # Star and hash: For special functions

ESC Escape: Ends the current connection during a call and also cancels entries (the next higher menu level then appears on the display).

Clear Clear: Deletes the character above the marker. If the marker comes after the last character, the last character is deleted.

Arrow up / down: Moves the cursor up or down in the display.

+ / -: Increases or decreases the volume or contrast.

Arrow left / right: Moves the cursor to the left or right in the display.

OK Enter: Opens a selected menu item or confirms an input.

Function keys:

- 4 user-definable function keys next to the numeric block, 2 of these with LEDs.
- 4 fixed function keys: Menu (the key is well accentuated on the top), handsfree/ monitoring, redial and hold.

- The default assignment for the function keys is printed on the enclosed label strips.

Commissioning the T3 IP telephone

Please read and follow the following instructions regarding the commissioning of an IP telephone.

Connecting and registering the telephone *(→ p. 10)*
Selecting the language for the registering procedure and IP settings *(→ p. 10)*

- IP-specific settings are described in separate chapters *(→ p. 60)* user manual.

Commissioning the T3 IP telephone

Connecting and registering the telephone

After connecting to the LAN (Local Area Network) and to the power supply (only if the telephone is not powered via the LAN), the telephone software is activated and subsequently searches automatically for a gatekeeper (responsible for access authorisation). A gatekeeper is normally found. If this is the case, the registration window appears next:

2 ... 9 Enter extension number.

Scroll to the `PIN` menu item.

0 0 0 Enter PIN. No PIN is allocated to the IP Office in delivery condition.

OK Confirm selection. The idle display appears next. You can now also be reached under the number you have entered (extension number).

- You can change the language for the registration procedure.
- If you have cancelled registration (i.e. you have exited the registration window via the Escape key) in order to change or view settings in the menu, you can reregister via the `User administration` menu item.

Modifying language for the registering procedure and IP settings

If your telephone is not yet registered, you can choose between six different languages (German/English/French/Italian/Spanish/Dutch):

Press the "Menu" function key.

Scroll to the "Switch language" menu item.

OK Confirm selection.

Select the desired language, e.g. English.

OK Confirm selection.

- When first setting up your telephone you can choose your preferred language in other ways: When the registration window appears, press the Escape key twice. "D/GB/F/I/E/NL" appears. Subsequently select your preferred language. "D/GB/F/I/E/NL" disappears when the language has been changed.

Basic rules of operation

You can select and use most of the functions using the menu. To make operation easier, you can assign frequently used functions to the function keys. Some keys have already been assigned functions in their factory settings.

Selecting functions in the menu

Press the "Menu" function key.

or scroll to the desired menu item.

Confirm your selection. The selected function is displayed. A submenu also appears in many cases. You can scroll in the submenu just as you can in the menu.

- Arrows in the display indicate how you can scroll to view other options:
  - ➔ You can activate a submenu for this menu item.
  - ↑ ↓ ↕ You can view other menu items by scrolling up and/or down.
- You can find all the functions in the menu overview.

Cancelling or exiting an operation

If you have made an input or parameter error:

Press (several times if necessary) to cancel the procedure. You then move up one menu level or go to the idle display.

- The following settings cannot be undone using the Escape key:
  - Changes to the assignment of function keys
  - Settings that have been changed using the OK key.

The display helps you

The displays guide you through operation step by step. The display provides you with a great deal of information, such as the status of your current connection.

The phone number of all external ISDN callers appears in the display, assuming they have not disabled call number ID display. This allows you to see who is calling. If name and call number of the caller have been stored in your telecommunications system, you will see the caller's name.

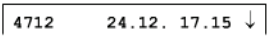
Basic rules of operation

What does the idle display show?

The idle display shows:

- Your name and call number
- Date and time
- Flag indicating new entries in the call list
- Arrow indicating whether there are any status messages for your telephone

Status messages



If there are any specific messages about the status of your telephone, the telephone will inform you of this with an indicator arrow next to the time. A status message occurs when

- there is important information for you (e.g. new entry in the call list) or
- you have activated special functions (e.g. ring tone switched off).

All messages are arranged one below the other in the status menu. You can activate the associated menu item directly from a status message, e.g. to change the setting.

Scroll to the desired status message.

OK Confirm your selection.

Entering text

The digit keys can also be used to enter letters and characters, e.g. for names in the individual directory. The letters are printed on the digit keys. Your telephone switches automatically to entry of letters and numbers when this is necessary.

Example: Enter the name "JOHN":

JKL 5 Press the JKL button once. J appears in the display. Wait briefly until the cursor moves to the right.

MNO 6 MNO 6 MNO 6 Press the MNO button three times. The display reads JO. Wait briefly until the cursor moves to the right.

GHI 4 GHI 4 Press the GHI button twice. The display reads JOH. Wait briefly until the cursor moves to the right.

MNO 6 MNO 6 Press the MNO button twice. The display reads JOHN.

Deleting letters

Clear Deletes the character above the marker. If the marker comes after the last character, the last character is deleted.

Basic rules of operation

Switching between upper case and lower case letters

Press # key to change between upper case and lower case letters.

Entering special characters

Not all possible symbols appear on the digit keys. All *(→ p. 71)* the keys provide additional characters to the ones printed on them.

- Thesymbol table *(→ p. 71)* shows an overview of all the symbols which are possible.

Answering calls

You can lift the receiver and speak with the caller as usual.

If another subscriber within your system receives a call, you can pick up the call at your telephone.

It is also possible to answer calls using the monitoring/handsfree key and then to telephone with the handset on-hook.

You can set your telephone to activate handsfree mode automatically when it receives an internal call. You will not need to lift the receiver, but can immediately start speaking to the caller (Automatic handsfree for incoming call *(→ p. 52)*).

It is also possible to put calls on hold for the time being, rather than answer them immediately. This allows you to complete any operating procedures you have already started (e.g. editing a directory entry).

You can also divert a caller without answering the call.

If you receive unwanted anonymous calls, you can let the number of the caller be identified (trap call).

If you receive a call *(→ p. 15)*
Answering a call for a partner *(→ p. 15)*
If a group is being called (group pick-up) *(→ p. 15)*
If another telephone rings (pick-up) *(→ p. 15)*
Call during a conversation (call waiting) *(→ p. 16)*
Call during a programming procedure *(→ p. 16)*
Call diversion *(→ p. 16)*
Trap call* *(→ p. 16)*

Answering calls

If you receive a call

Your telephone rings. The call is shown in the display.

Lift the handset.

- Telephoning without the handset: Press the "Handsfree/Monitoring" function key.
- When you recieve a diverted call, you will be shown the number or the name that the caller has dialled.

Answering a call for a partner

When you have assigned a partner to a function key (

A partner is being called.

Press the function key for the partner being called.

Lift the handset.

If another telephone rings (pick-up)

Another telephone rings.

Press the "Menu" function key.

Scroll to the `Pick up` menu item.

Confirm your selection.

0 ... 9 Enter the number of the ringing telephone.

Lift the handset. You can now talk with the caller.

If a group is being called (pick-up)

A group is being called. A group member’s telephone rings.

Press the "Pick-up" function key. It displays all the groups of which you are a member.

Scroll to the group at which the group call occurs.

Lift the handset. You can now talk with the caller.

- Instead of selecting the group, you can also enter the group call number directly.

Answering calls

Call during a conversation (call waiting)

You are on the phone. Someone else calls you. You hear a single ringing tone. The caller is shown as the top item on the menu.

OK Answering a call. The first caller is waiting and cannot hear your conversation.

- In order for a second caller to be displayed, call waiting has to be activated.

Call during a programming procedure

You receive a call but want to finish what you are doing on your telephone first.

You are programming your phone. A call arrives.

▼ Scroll to the `Place call on hold` menu item.

OK Confirm your selection. You can continue with your programming. After completion, the held call will be shown.

Call diversion

You receive a call and wish to divert the call to a different phone number:

▼ Scroll to the `Call diversion to` menu item.

OK Confirm your selection.

1 5 JKL **...** Enter the external call number to which calls are to be diverted.

OK The call is diverted.

Trap call*

You are talking with an external caller. "Telephone number suppressed" is displayed instead of the caller's name or number. If you would like to know the caller's number, you can register for this with your network provider.

▼ Scroll to the `Trap call` menu item.

OK Confirm selection. The message "Call registered" is displayed.

The phone number of the caller is now stored with your network provider.

- You will have to apply to your network provider to use trap call and there will be a charge for this service.
- You can only use trap call when the external line being used supports this feature.
- Please ask your network provider how they will inform you of a number which has been identified.

Call someone

You can use the telephone as usual within and outside your telephone system: Dial the internal extension number or external phone number directly.

You can redial the 10 most recently called numbers and use function keys to dial frequently required numbers.

If an number is busy, you can be automatically called back when the line is free again.

You can cut in on another call within your system, if you have something urgent to tell one of the subscribers.

If you don't want the person who you call to see your number, you can also call anonymously.

You can also page subscribers in your telephone system via the loudspeakers fitted in the telephones. You can talk to individual subscribers or groups.

Making a call within and outside your telephone system *(→ p. 18)*
Making a call with one key stroke *(→ p. 18)*
Redialling *(→ p. 18)*
Auto callback *(→ p. 19)*
Joining another call (cut-in)* *(→ p. 19)*
Anonymous calling *(→ p. 20)*
Paging *(→ p. 20)*

- Some telephone systems require a special code to be dialled first for external calls, the so-called external line code. You can obtain more information from your system administrator.

Call someone

Making a call within and outside your telephone system

0 ... 9 Enter the desired number.

Lift the handset.

- You can, of course, pick up the handset first and then dial the number. However, in this case you cannot correct an input error.
- If you have disabled direct dialling, you can still correct input errors before you dial.
- If necessary, you have to predial an external line code for external calls. For more information, contact your system administrator.

Making a call with one key stroke

Press the display key or function key for the desired subscriber.

Lift the handset.

- You can find out how to assign a call number to a destination key in the section titledAssigning functions/call numbers to keys *(→ p. 57)*.

Redialling

You can redial one of the last 10 numbers called.

Press the "Redial" function key.

Scroll to the desired number, e.g. 06975051234.

Lift the handset.

Call someone

If the person you have called cannot be reached (auto callback)

The number you called is busy.

Scroll to the `Callback` menu item.

OK Confirm selection.

Replace the handset. Your telephone rings as soon as the other line is free.

Lift the handset when your telephone rings. The other line is called automatically by the telephone system.

- In the case of external calls, you can only use "Auto callback" if the network provider, type of system connection and connected party support it.
- For internal calls, you can also initiate "Auto callback" if the extension dialled was not busy and the call was not pikked up.

Joining another call (cut-in)*

You call an internal extension. The user already has a call. You want to cut in on the call:

Scroll to the `Cut-in` menu item.

OK Confirm your selection. All subscribers hear a cut-in tone. You are now included in the conversation and can give the subscribers your message.

- Cut-in is only possible within your system. It must be enabled for your telephone and the target telephone. If you require this option, contact your system administrator.
- Ending the cut-in: Replace the handset or press the Escape key.

Call someone

Anonymous calling

0 ... 9 Enter the external phone number.

Scroll to the `Anonymous call` menu item.

OK Confirm "anonymous calling".

Lift the handset. Your call partner cannot see your number.

- "Anonymous calling" must be supported by your network operator.

Paging

Press the "Menu" function key.

Scroll to the `Paging` menu item.

OK Confirm your selection.

0 ... 9 Enter the call number or group number which you want to page.

Lift the handset. You can now carry out paging. The individual subscriber or all the group members can now hear you.

- Instead of entering a group number, you can also select a displayed group and confirm it via the OK key.
- You will only hear the paging announcement in your handset after picking it up.

Making several connections

You can also accept another call while you are already on the phone (Call waiting *(→ p. 53)*). You can speak to several parties alternately and switch back and forth between them as you wish.

You can speak with two callers simultaneously (three-party conference).

Consultation during a call (hold) *(→ p. 22)*
Switching between two external callers (brokering) *(→ p. 22)*
Forwarding callers *(→ p. 22)*
Forwarding additional callers *(→ p. 23)*
Conference - 3 participants *(→ p. 23)*
Conference - many participants *(→ p. 24)*
Connecting conference partners with each other *(→ p. 24)*

Making several connections

Consultation during a call (hold)

During a call:

Press the "Hold" function key. The caller waits and cannot hear what you say.

0 ... 9 Enter the number you wish to refer back to. Carry out refer-back.

ESC If necessary, disconnect the hold extension.

Scroll to the `Return to ...` menu item.

OK Confirm your selection.

You will now be able to talk to the first party again. If you have not disconnected the connection, the hold extension is put on hold.

- You can also call the hold extension with a function key if it is set up as a partner key or is assigned to that extension number (Destination key).

Switching between two external callers (brokering)

If you want to speak with a call party (e.g. 06975058) who has been put on hold:

Scroll to the `Back to 06975058` menu item.

OK Confirm your selection. The other caller is now waiting.

Forwarding callers

Your caller wishes to be connected to another extension:

Press the "Hold" function key. The caller waits and cannot hear what you say.

0 ... 9 Enter the number to which you want to forward the call.

Replace the handset. The hold extension will be connected to the first caller.

- You do not need to wait until the hold extension picks up the call.

Making several connections

Forwarding additional callers

Someone calls you while you are on another call, e.g. from 06975058:

Scroll to the `Call from 06975058` menu item.

OK Confirm your selection. You are connected to the second caller. The first caller is on hold and cannot hear your other conversation.

Now you want to forward the additional caller, e.g. to call number 1234:

Press the "Hold" function key.

1 2 3 4 Enter the number of the extension you want to connect the caller to, in this example 1234. You can now announce the caller. The first party is waiting.

Scroll to the `Transfer call to 06975058` menu item.

OK Confirm your selection. You will now be able to talk to the first party again.

Conference operation - adding a party to a call

During a call (e.g. with 06975058):

Press the "Hold" function key. The other party is on hold.

0 ... 9 Enter the number of second conference participant.
When you are connected to this subscriber, you can initiate the conference.

Scroll to the `Conference` menu item.

OK Confirm your selection.

- Ending the conference: Any participant can switch out of the conference. Replace the handset.
- If the third subscriber whom you are calling does not answer, select the `Return to subs ...` menu item to return to the first participant.

Making several connections

Conference with more than three parties

You are telephoning with the first call partner who wishes to participate in the conference:

Press the "Hold" function key. The other party is on hold.

0 ... 9 Enter the number of second conference participant.
Wait until you are connected to this subscriber.

Press the "Hold" function key again. The two initial parties are put on hold.

In case further parties call and are also put "on hold".

Scroll to the `Conference` menu item.

OK Confirm your selection.
You are now in a conference with all the parties who were on hold.

- Ending the conference: Any participant can switch out of the conference. Replace the handset.
- If the new subscriber you are calling does not answer: Select the `Return to subs...` menu item to return to the waiting participant.

Connecting conference partners with each other

During the conference:

Replace the handset.

Telephoning without the handset

You can activate the loudspeaker of your telephone in order to hear the caller without having to use the handset.

You can also make a call with handsfree. You do not then need to pick up the handset. You can also activate handsfree mode during a call and then continue the conversation with the handset on-hook.

Switch on monitoring/handsfree during a call *(→ p. 26)*
Making a call with the handset on-hook (handsfree) *(→ p. 26)*
Handsfree - continuing the call using the handset *(→ p. 26)*
Handsfree - ending a call *(→ p. 26)*
Tips for handsfree monitoring and handsfree calling *(→ p. 27)*

Telephoning without the handset

Switch on monitoring/handsfree during a call

While telephoning with the handset lifted:

Switching to monitoring:

Press the "Handsfree/Monitoring" function key (LED lights up). You can then hear the caller through the built-in loudspeaker.

Switching to handsfree:

Press the "Handsfree/Monitoring" function key again (LED flashes). The built-in microphone is activated. You can replace the handset and speak handsfree.

Adjusting the loudspeaker volume:

+ – Press keys + and –.

Making a call with the handset on-hook (handsfree)

0 ... 9 Enter the desired number.

Press the "Handsfree/Monitoring" function key (LED flashes).

When the desired party answers, you can hear them out loud and you can also talk to them with the handset on-hook.

- The LED next to the function key flashes whenever you switch to handsfree.
- If you want to make a handsfree call, you can also select the number from the call list or the redial list.

Handsfree - continuing the call using the handsetDuring a handsfree call:

Lift the handset (LED goes out).

Handsfree - ending a call

While you are telephoning handsfree with the handset on the hook:

Press the "Handsfree/Monitoring" function key (LED goes out).

- You can also end the call with the Escape key.

Telephoning without the handset

Tips for handsfree monitoring and handsfree calling

Perhaps you can’t remember whether call monitoring or handsfree are actually activated? Here are a couple of simple tips:

- If the handset is not on the hook, the "Handsfree/Monitoring" function key toggles between call monitoring (LED on), handsfree (LED flashing) and normal telephone operation (LED off). None of these will end the call.
- If, however, the handset is on the hook, the call will be ended the next time the key is pressed!

Using the call list

If you do not answer a call it is stored in the call list with the time and date. You can display this list at any time and return calls to the subscribers entered in it.

The call list also displays all the calls which have been made.

The list contains the 10 most recent entries.

Selecting an entry from the call list *(→ p. 29)*
Deleting an entry *(→ p. 29)*
Deleting all entries *(→ p. 29)*
Symbols in the call list *(→ p. 30)*

Using the call list

Selecting an entry from the call list

Press the "Call list" function key.

Scroll to the desired entry, e.g. `0069123456`.

Lift the handset.

- If you call an entry from the call list, the entry is automatically deleted.

Deleting an entry

Press the "Call list" function key.

Scroll to the entry you want to delete, e.g. `0069123456`.

Clear Delete entry.

Deleting all entries

Press the "Call list" function key.

Scroll to the `Delete all` menu item.

OK Confirm your selection.

Using the call list

Symbols in the call list

Examples of an entry in the call list:

!	06975056666	12.06. 17:13	2*
	Wagner → 14	12.06. 16:34	
	Clark	11.06. 08:21	
	0691234567	11.06. 06:31	

				Meaning
!				New entry which has not yet been viewed
				Entry which has already been shown
				Call that you have had with an external caller
	06975056666			Phone number of caller
	Clark			Caller's name
		11.06. 06:31		Day and time of last call
			2*	The caller called twice
	Wagner → 14			In the case of a call diversion to your telephone: Caller and the number of the telephone which has diverted

- Overlong entries will not fit in their entirety in the display. You can view the complete call list entry with the left and right arrows.
- You can accept a call list entry *(→ p. 40)* into the directory.

Diverting calls (IP Office)

You can divert incoming calls to another connection. You may have calls diverted to your telephone from another connection.

You can activate forward unconditional to a previously entered phone number. You have the choice

- whether this should always take place,
- only if the telephone is busy
- or only if the telephone is not answered within a specified time period.

You can also set this up for other telephones if you have the authorisation to do so.

You can also allow a call to signal at two telephones at the same time, e.g. at your office telephone and at your GSM mobile phone.

Diverting calls for your telephone *(→ p. 32)*
Diverting calls to your telephone *(→ p. 32)*
Forward, deactivating *(→ p. 33)*
Forward unconditional *(→ p. 33)*
Forward unconditional after time and if busy *(→ p. 34)*
Forward unconditional after time and if busy *(→ p. 34)*
Forwarding calls for another telephone *(→ p. 35)*
Deleting forward unconditional destination *(→ p. 36)*
Signalling a call at two telephones (mobile twinning)* *(→ p. 36)*

- The time that elapses before forward unconditional "after time" takes place is set in the system.

Diverting calls (IP Office)

Diverting calls for your telephone

Press the "Menu" function key.

Scroll to the `Divert call` menu item.

Confirm selection.

Scroll to the `Divert call to` menu item.

Confirm selection.

1 2 3 4 Enter the call number to which you want to divert calls, e.g. to 1234.

Confirm selection. The following status appears in the display `Divert call to 1234`.

- You can also press an appropriate destination or partner key instead of entering the call number.

Diverting calls to your telephone

Press the "Menu" function key.

Scroll to the `Forward` menu item.

Confirm your selection.

Scroll to the `Follow me here` menu item.

Confirm your selection.

1 2 3 4 Enter the internal number of the subscriber for whom you want to set up call diversion to your own telephone, e.g. from 1234.

Confirm the number. The status indication of the diverted telephone `Follow me to 1234` appears in the display.

Diverting calls (IP Office)

Forward, deactivating

In the status menu:

Scroll to the desired call diversion, e.g. `Follow me to 1234`

OK Confirm your selection.

Scroll to the `Deactivate` menu item.

OK Delete call diversion.

Forward unconditional

Press the "Forward unconditional" function key.

1 2 3 4 Enter the call number or, if necessary, correct the one displayed to which the calls are to be forwarded (e.g. to 1234). An additional external line code probably has to be predialled for an external call number (usually "0").

Scroll to the `On` menu item.

OK Confirm your selection.
The entry `Forward to 1234` – appears in the status messages.

Diverting calls (IP Office)

Forward unconditional after time and if busy

Press the "Menu" function key.

Scroll to the `Forward` menu item.

Confirm your selection.

Scroll to the `Forward on busy/NA` menu item.

Confirm your selection.

1 2 3 4 Enter the call number or, if necessary, correct the one displayed to which the calls are to be forwarded (e.g. to 1234). An additional external line code probably has to be predialled for an external call number (usually "0").

If necessary, scroll to the `If free` (after time) or `If busy` menu item.

Confirm your selection.

The entry `Forward to 1234` appears in the status messages. In addition, a clock symbol is shown for forward unconditional "If free" and a B for call forwarding "If busy".

- You can simultaneously activate forward unconditional after time and if busy. Calls are forwarded to the same call number.
- You can forward calls "after time" and "if busy" to a different call forwarding station than the one used for "normal" forward unconditional.
- As standard, only the calls which are specifically for your telephone are forwarded. You can also divert the calls which you receive as a member of a group. In the Call diversion > Forward unconditional menu set the menu item `Forward group calls` to "on".

Diverting calls (IP Office)

Forwarding calls for another telephone*

Press the "Menu" function key.

Scroll to the `Forward` menu item.

Confirm your selection.

Scroll to the `Forward unconditional for` menu item.

Confirm your selection.

1 2 3 4 Enter the internal number of the subscriber for whom you want to set up call diversion to your own telephone, e.g. from 1234.

0 0 0 0 Enter the PIN for this subscriber, e.g. 0000.

Confirm your entry.

Scroll to the `Forward unconditional` or `Forward on busy/NA` menu item.

Confirm your entry.

1 2 3 4 Enter the call number or, if necessary, correct the one displayed to which the calls are to be forwarded (e.g. to 1234). An additional external line code probably has to be predialled for an external call number (usually "0").

If necessary, scroll to the `If free` (after time) or `If busy` menu item.

Confirm your selection.

- You can also press an appropriate destination or partner key instead of entering the call number.

Diverting calls (IP Office)

Deleting forward unconditional destination

Press the "Menu" function key.

Scroll to the `Forward` menu item.

Confirm your selection.

Scroll to the `Forward unconditional` or `Forward on busy/NA` menu item.

Confirm your selection.

Scroll to the `Delete` menu item.

Confirm your selection. The call number has been deleted.

- Even if you **deactivate** forward unconditional, the entry for the forward unconditional destination still remains.

Signalling a call at two telephones (mobile twinning)*

Press the "Menu" function key.

Scroll to the `Call diversion` menu item.

Confirm selection.

Scroll to the `Twinning` menu item.

Confirm selection.

0 ... 9 enter the external number of the telephone which should also ring when a call is received, e. g. `012341234`.

Confirm the number. The following status appears in the display of the telephone `Twinning (On)`.

Now if your T3 telephone is called, the external telephone also rings. You can take the call on both telephones.

- If twinning is assigned to a display or function button, the display flashes if you answer a call on your mobile phone. You can transfer the call to your T3 telephone with one press of this button.

Using the directory

The directory consists of a central and a personal section. It contains up to 1000 entries.

The entries from the central section are displayed at each telephone. They can only be changed using the "Manager" administration tool.

You can add and change personal entries in your directory. These personal entries are only available at your telephone.

You can then dial all these entries quickly and easily.

Dialling an entry from the directory *(→ p. 38)*
Entering new numbers into the directory *(→ p. 38)*
Editing entries in the directory *(→ p. 39)*
Saving redial numbers in the directory *(→ p. 39)*

Using the directory

Dialling an entry from the directory

Press the "Menu" function key.

Scroll to the `Directory` menu item.

Confirm your selection.

2 2 3 3 **...** Enter one or more of the first letters in the name. Wait briefly until the cursor reappears.

Scroll downwards.

Lift the handset. The number is dialled.

- You can also scroll to the desired number using the arrow keys.

Entering new numbers into the directory

Press the "Menu" function key.

Scroll to the `Directory` menu item.

Confirm your selection.

Scroll to the `New personal entry` menu item.

Confirm your selection.

1 2 ... Enter the desired number.

Confirm the number.

2 2 3 3 **...** Enter the name.

Confirm the name and add the complete entry to the individual directory.

- You may need to enter an external line code in front of an external call number. You can obtain more information from your system administrator.

Using the directory

Editing entries in the directory

You can change all the personal entries which you have added to the directory.

Press the "Menu" function key.

Scroll to the `Directory` menu item.

Confirm your selection.

2 2 3 3 **...** Enter one or more of the first letters in the name. Wait briefly until the cursor reappears.

Scroll downwards.

Confirm the displayed entry.

Scroll to the `Edit` menu item.

Confirm your selection. Edit the number.

Confirm your selection. Edit the name.

Accept new settings.

Saving redial numbers in the directory

Press the "Redial" function key.

Scroll to the desired entry, e.g. `0069123456`.

Confirm your selection.

Scroll to the `Directory entry` menu item.

Confirm your selection.

2 2 3 3 **...** Enter a name for this number.

Save in directory.

- You can also save a call list entry in your directory.

Using the directory

Saving a call list entry in the directory

Press the "Call list" function key.

Scroll to the desired entry, e.g. `0069123456`.

Confirm your selection.

Scroll to the `Directory entry` menu item.

Confirm your selection.

2 2 3 3 **...** Enter a name for this number.

Save in directory.

See charges (IP Office)

During a call you can have the currently incurred charges, converted to your local currency, shown in the display *(→ p. 54)*.

You can view the charges for your most recent call.

Your call charges incurred since the last reset are totalled and stored in the telephone system.

Viewing the charge for the last call *(→ p. 42)*
Viewing the sum of the charges *(→ p. 42)*
Resetting the call charge meter *(→ p. 42)*

- Charges can only be displayed if your network operator supports this. For technical reasons, the charges displayed may differ from those calculated.
- In the case of a conference with two external subscribers, the sum of the charges for both external connections is shown.
- Charges which are incurred by an external call diversion appear as a message.

See charges (IP Office)

Viewing the charges for the last call

Press the "Menu" function key.

Scroll to the `Charges` menu item.

Confirm selection. The charge for the last call, e.g. `Last call € 1.19` is displayed.

Viewing the sum of the charges

Press the "Menu" function key.

Scroll to the `Charges` menu item and confirm.

Scroll to the `Total` menu item. The total charge so far, e.g. `Total € 31.17`, is displayed.

Resetting the call charge meter

Press the "Menu" function key.

Scroll to the `Charges` menu item and confirm.

Scroll to the `Reset` menu item and confirm.

Locking the telephone

You can protect your telephone against unauthorised use by locking it with a PIN (Personal Identification Number). You can enter this PIN yourself and also change it at any time.

It is still possible to answer all incoming calls and dial internal numbers when the telephone is locked.

Changing the PIN (Personal Identification Number) *(→ p. 44)*
Locking the telephone *(→ p. 44)*
Unlocking the telephone *(→ p. 45)*

Locking the telephone

Changing the PIN (Personal Identification Number)

Press the "Menu" function key.

Scroll to the `Lock` menu item.

Confirm selection.

Scroll to the `Set PIN` menu item.

Confirm selection.

0 ... 9 Enter current PIN.

0 ... 9 Enter new PIN.

Confirm PIN.

- No PIN is set upon delivery.
- The PIN may be up to 31 characters long.
- If you make a mistake when entering your PIN: Press the Escape key and start again from the beginning.
- The lock PIN and the hot desking PIN *(→ p. 47)* are the same.

Locking the telephone

Press the "Menu" function key.

Scroll to the `Lock` menu item.

Confirm your selection.

Scroll to the `Lock telephone` menu item.

Confirm your selection. The telephone is now locked.

Locking the telephone

Unlocking the telephone

In the idle display:

Scroll to the status message `Telephone locked`.

OK Confirm your selection.

0 ... 9 WXYZ Enter the current PIN.

OK If necessary, confirm PIN.

- If you make a mistake when entering your PIN: Press the Escape key and start again from the beginning.
- No PIN is set upon delivery.

Telephoning with partners

A partner (user) can be any internal subscriber to your telecommunications system. You can have function keys set up as partner keys. The LEDs on the function keys *(→ p. 58)* let you know the activities of each partner.

Calling partners

Press the key for the desired partner.

Lift the handset.

Answering a call for a partner

A partner telephone rings and the corresponding display flashes:

Press the partner key.

Lift the handset.

Logging into another telephone (Hot Desking)

Hot Desking enables you to log in at another telephone. The telephone accepts your internal extension number and the settings of your normal telephone (e.g. directory and assignment of the function keys).

- Hot Desking is only possible if you have set a PIN for it. The PIN is the same as the lock PIN *(→ p. 44)*.
- Hot Desking is also possible in a SCN (**S**mall **C**ommunity **N**etwork).

Logging in to the telephone

You can log into every other telephone if you have set a corresponding PIN.

At another phone:

Press the "Menu" function key.

Scroll to the `Login` menu item.

Confirm selection.

0 ... 9 Enter current PIN.

If necessary, confirm PIN.

You are logged in at this telephone.

- You have been automatically logged out of the telephone at which you were previously logged in.

Logging out from the telephone

You can logout from your own telephone or from another one at which you used Hot Desking to log in:

Press the "Menu" function key.

Scroll to the `Logout` menu item.

Confirm selection.
You are now logged out of this telephone.

- If you logged into this telephone via Hot Desking, the standard user of this telephone is automatically logged in again.
  You are automatically logged into your standard telephone again.
- It is possible to call other internal subscribers from a telephone at which no user is logged in.

Setting audio, contrast and language

You can modify various audio settings and the display contrast to suit your requirements.

You can deactivate the ring tone.

You can change the language for the text display via the language setting.

If you are not available, you can divert calls to your voicemail.

Setting the acoustics and contrast *(→ p. 49)*
Do Not Disturb *(→ p. 49)*
Setting the language *(→ p. 50)*
Voicemail *(→ p. 50)*

Setting audio, contrast and language

Setting the acoustics and contrast

You can quickly modify the display and tones of your telephone to suit changing environmental conditions (e.g. sun dazzle, loud repair work).

Press the "Menu" function key.

Scroll to the `Settings` menu item.

Confirm your selection.

Scroll to the `Display / Audio` menu item.

Confirm your selection.

Scroll to the `Audio / Contrast` menu item.

Confirm your selection.

Scroll to the desired menu item.

Increase or decrease the setting. New ring settings are sounded immediately so you can check them.

If necessary scroll to further menu options and change their settings.

Exit menu.

The new settings have been saved.

- You can access the acoustics and contrast menu directly from your telephone's basic status using the "+" und "-" keys.
- You can also change any setting by pressing the numeric key for the desired setting.
- If you want to reset the acoustics and contrast settings to their factory settings, scroll to the `Basic setting` menu item and confirm it via the OK key.

Do not disturb

If you do not wish to be disturbed, you can temporarily deactivate the ring tone.

Press the "Do not disturb" function key.

- If you have activated "Do not disturb": A caller is diverted to your voicemail if it has been activated.
- You can still make internal and external calls without any restrictions, even if you have activated "Do not disturb".

Setting audio, contrast and language

Setting the language*

You can change the language for the text display via the language setting.

Press the "Menu" function key.

Scroll to the `Settings` menu item.

Confirm your selection.

Scroll to the `Display / Audio` menu item.

Confirm your selection.

Scroll to the `Language` menu item.

Confirm your selection. The currently set language is highlighted.

Select the desired language.

Exit menu. Your telephone will reset itself.

All display texts will now be in the selected language.

Activate voicemail

If voicemail (answering machine) has been set up in your telecommunications system:
After activating voicemail, all incoming calls are automatically diverted to voicemail after a certain period of time. Callers can leave a message there.

Press the "Menu" function key.

Scroll to the `Settings` menu item and confirm.

Scroll to the `Display / Audio` menu item and confirm.

Scroll to the `Voicemail` menu item.
The current setting is displayed at the right-hand edge of the line.

Change setting.
The new setting is displayed at the right-hand edge of the line.

Exit menu.

- Call diversion or forward unconditional settings are considered first, before a call is diverted to voicemail.
- If you have messages on your voicemail, a "Voicemail" entry appears in the status menu. The number of messages is also stated after this entry. You can call up the voicemail directly via the status menu entry.
- Please read the respective operating instructions to learn about voicemail operation.

Changing general settings

You can specify how your telephone normally establishes a connection. This includes all settings that help you to telephone more conveniently: e. g. automatic handsfree when calling.

You can set the telephone to indicate another call while telephoning (call waiting).

You can specify whether a call number is passed to the call partner.

For accounting purposes, outgoing calls can be assigned an accounting code.

You can have the current charges displayed.

You can change the date/time displayed on your telephone.

You can temporarily switch yourself out of all the groups to which you belong. You can also change the state of these groups.

Automatic handsfree for incoming call *(→ p. 52)*
Call number display for outside calls *(→ p. 52)*
Direct dial *(→ p. 53)*
Switch on call waiting *(→ p. 53)*
Charges display *(→ p. 54)*
Accounting code* *(→ p. 54)*
Date/Time* *(→ p. 55)*
Change group membership* *(→ p. 55)*
Change group state* *(→ p. 56)*

Changing general settings

Internal Auto-Answer

If you switch on this function, your telephone automatically accepts all internal calls. On receiving a call, you hear a short attention tone and you can then speak in hands-free mode to the caller immediately without pressing any key and without picking up the handset.

Press the "Menu" function key.

Scroll to the `Settings` menu item.

Confirm your selection.

Scroll to the `Dial settings` menu item.

Confirm your selection.

Scroll to the `Internal Auto-Answer` menu item. An indication on the right hand side of the window shows whether the function is on or off.

Switch the function on or off. The new status is displayed.

Exit menu. The new setting is saved and a status message appears.

- When your caller terminates the call, a new call can be taken immediately.

Number presentation

You can specify whether a call number is passed to an external call partner.

Press the "Menu" function key.

Scroll to the `Settings` menu item.

Confirm your selection.

Scroll to the `Dial settings` menu item.

Confirm your selection.

Scroll to the `Number presentation` menu item.

Press the key for the desired setting:

- `Off` to completely switch off the call number display,
- `On` to send your internal extension number (e.g. 7505-12)

Exit menu. The new setting has been saved.

- This feature must be supported by your network provider.
- You can also suppress call number display for the next call only (Anonymous calling *(→ p. 20)*).

Changing general settings

Direct dial

When you set this function to "off", you can first type in a whole call number and then dial it as a block. You can then check the call number again and correct it if necessary.

Press the "Menu" function key.

Scroll to the `Settings` menu item.

OK Confirm your selection.

Scroll to the `Dial settings` menu item.

OK Confirm your selection.

Scroll to the `Direct dial` menu item. An indication on the right hand side of the window shows whether the function is on or off.

OK Switch the function on or off. The new status is displayed.

ESC Exit menu. The new setting has been saved.

Switch on call waiting

Press the "Menu" function key.

Scroll to the `Settings` menu item.

OK Confirm your selection.

Scroll to the `Dial settings` menu item.

OK Confirm your selection.

Scroll to the `Call waiting` menu item. An indication on the right hand side of the window shows whether the function is on or off.

OK Change setting. The new status is displayed.

ESC Exit menu. The new setting has been saved.

- If you are making a call and have switched off call waiting, a caller will receive the busy signal.

Changing general settings

Charges display

You can let the charges for external calls be displayed.

Press the "Menu" function key.

Scroll to the `Settings` menu item.

OK Confirm selection.

Scroll to the `Charges display` menu item.

OK Change setting. You may choose between `Currency` and `Off`.

ESC Exit menu. The new setting has been saved.

Account code

Each outgoing call can be assigned an account code. This enables the call to be assigned to a project or client number.

Press the "Menu" function key.

Scroll to the `Settings` menu item.

OK Confirm your selection.

Scroll to the `Dial settings` menu item.

OK Confirm your selection.

Scroll to the `Account code` menu item. If already set up, the current accounting number is displayed.

OK Confirm your selection.

Clear Change or re-enter the accounting code.

Scroll to the `Accept` menu item.

OK Accept account code. The new account code has been saved.

- The account code can have between 1 and 15 digits.

Changing general settings

Date/Time*

Press the "Menu" function key.

Scroll to the `Settings` menu item.

Confirm your selection.

Scroll to the `Date / Time` menu item.

Confirm your selection.

Scroll to the menu item whose settings you want to change, e.g. `Hour`.

Press the left or right arrow to increase or decrease the selected settings, e.g. the hour.

Exit menu. The new setting has been saved.

- You have to have authorisation to change the date and time.
- If you change several settings, all of these are accepted when you exit the menu.

Change group membership*

Press the "Menu" function key.

Scroll to the `Settings` menu item.

Confirm your selection.

Scroll to the `Group membership` menu item.

Confirm your selection.

Scroll to the group for which you want to change your membership, e.g. `Service`.

Change membership.

Exit menu. The new setting has been saved.

- Groups which you have left are no longer displayed in the "Group state" menu.
- You can exit all groups simultaneously: Select the menu item "All off" and confirm via the "OK" button

Changing general settings

Change group state*

You can set the state of each group to which you belong. The following settings are possible

- On
- Off
- Night

Press the "Menu" function key.

Scroll to the `Group state` menu item

Confirm your selection. The state of each group which you belong to is displayed.

Scroll to the group whose state you want to change, e.g. `Service`.

Press several times, if necessary, until the desired new state is displayed.

Exit menu. The new setting has been saved.

- You can change several states before exiting the menu. All the settings will be accepted.

Assigning functions/call numbers to keys

Functions *(→ p. 69)* which you often use can be assigned to user-definable function keys. These functions can then be carried out at the push of a key.

You can assign partners to function keys. The LED will then inform you about the telephone status of each partner.

Function keys with an LED *(→ p. 58)*
Labelling function keys *(→ p. 59)*

- Please contact your system administrator if you want a specific function key assignment.

Assigning functions/call numbers to keys

Function keys with an LED

Your telephone has 2 programmable function keys with LED indication. The LED shows you the current status of the key function, e.g. you can see whether the corresponding function is turned on or off.

LED display on function keys

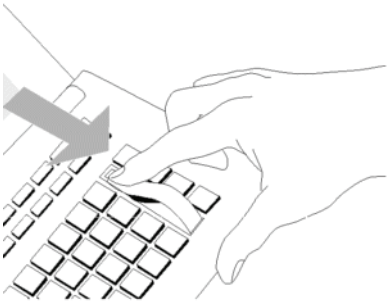
Function	LED
Call list	to: Entries flashing: new entries
Follow me here	to: Call diversion is active
Forward unconditional	to: Forward unconditional is active
Callback	to: Callback is activated
Directory	
Paging	
Paging a group/number	
Number	
Pick-up	
Pick-up group	
Accounting code	
Do not disturb	to: Function active
Switch out of group	to: Switched out of group
Intercom	
Handsfree during call	to: Function active
Headset	to: Headset active
Switch group state to "Night"	to: Group state "Night"
Special key (e.g. door opener)	
Voicemail	flashing: New message
Trap call*	
Twinning*	to: Twinning is activated flashes: A twinning call has been answered using the mobile phone

LED display on partner keys

Status of partner	LED
Free	Off
Busy	On
Being called	Flashing

Assigning functions/call numbers to keys

Labelling function keys



All function keys are pre-assigned with frequently used functions as a default. Next to the row of function keys you can insert the associated labelling strip. This can be found on the sheet supplied.

If you change the assignment of the function keys, you can use the spare legend strips on the sheet (for entries in handwriting).

IP-specific settings

The IP-specific settings are usually carried out by your system administrator. An overview of possible settings and procedures in the case of faults is listed below.

If no gatekeeper is found on automatic search run *(→ p. 61)*
Viewing your IP settings *(→ p. 61)*
Sending a ping *(→ p. 63)*
Blocking the Web browser* *(→ p. 62)*
Changing the PIN to enable the Web browser *(→ p. 63)*
Deleting registration at the telecommunications system *(→ p. 63)*

- IP-specific settings are only possible if your telephone is **not** registered at the telecommunications system.

IP-specific settings

If no gatekeeper is found during an automatic search

If the automatic search for a gatekeeper has been unsuccessful, the display on your telephone will show "....Searching Network...." permanently.
You now have the option of selecting a gatekeeper from the gatekeeper list, provided there are entries in it:

Scroll to the `Gatekeeper list` menu item.

Confirm selection.

Select gatekeeper, e.g. `GKxyz 123.456.000.123`.

Confirm selection. The search for the gatekeeper specified is now started. If the gatekeeper is found, your telephone's idle display will subsequently appear.

Viewing your IP settings

If you want to view IP-specific settings, your telephone should **not** be registered (delete registration *(→ p. 63)*).

Press the "Menu" function key.

Scroll to the `Gatekeeper list` or the`Network settings` menu item.

Confirm selection. You will now see various IP settings, e.g. the gatekeeper list or your telephone's IP address.

IP-specific settings

Blocking the Web browser*

Your telephone has been released in order for your system administrator to be able to access your telephone and adjust certain settings via a Web browser on a PC. Proceed as follows to block access:

Press the "Menu" function key.

Scroll to the `Safety` menu item.

Confirm selection.

Scroll to the `Web browser` menu item.

Confirm selection.

1 ... 9 Enter PIN. The factory setting is "0000".

Confirm input.

Scroll to the `blocked` menu item.

Confirm selection.

- You can only block and unblock the Web browser if your system administrator has enabled this function.

IP-specific settings

Changing the PIN to enable the Web browser

Press the "Menu" function key.

Scroll to the `Safety` menu item.

Confirm selection.

Scroll to the `Change PIN` menu item.

Confirm selection.

2 ... 9 Enter the current PIN (default setting: "0000").

Scroll to the `New PIN` menu item.

2 ... 9 Enter new PIN.

Scroll to the `Reenter PIN` menu item.

2 ... 9 Re-enter the new PIN to confirm it.

Scroll to the `Save PIN` menu item.

Confirm selection.

- The first digit of the PIN for enabling the Web browser should not be 0 or 1.

Sending ping

Press the "Menu" function key.

Confirm your selection.

Scroll to the `Sending ping` menu item.

Confirm your selection.

Scroll to the network component whose accessibility you want to check, e.g. `Def.GK`.

Confirm your selection. You then receive an information message on whether the selected network component was reached.

Deleting registration at the telecommunications system

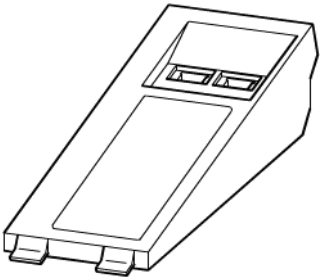
1. Disconnect the telephone's power plug.
2. Press and hold the star key.
3. Reconnect the telephone to the power supply.
4. You can release the star key once the idle display appears.

The telephone is now no longer registered at the telecommunications system.

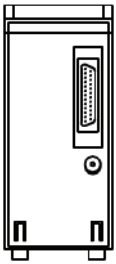
Links*

A special advantage of the T3 Compact is the flexible link concept that allows you to expand your basic telephone with a variety of links. Links are base inserts for T3 telephones.

You can connect one link to the T3 Compact.



View of a link
(Some links have only *one* Western socket)



View from bottom

- The configuration of the links for connecting the various equipment is carried out by Tenovis Service.
- Instructions for installing the links can be found in the relevant installation manuals.

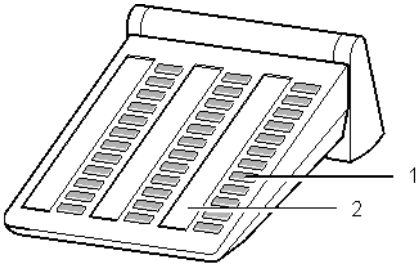
Links for T3 telephones

Headset link	For connecting headsets
CTI / audio link	for connecting Comfort headsets (from maintenance release 3.2; 02/2007)

The DSS Module

A DSS module has 36 keys, which your system administrator can assign according to your preferences. (DSS = **D**irect **S**tation **S**elect). You have the following options:

- Call numbers of your partners
- Functions, e.g. door, divert call, etc.



1: Keys with LEDs
2: Insert strips for labelling

- You can connect up to three DSS modules to the T3 Compact.
- No DSS module can be connected to the T3 IP Compact.

Dialling with the DSS module

Lift the handset.

Press the DSS key for the desired subscriber.

The LED indicates whether the connection is free or busy.

Port	LED
Free	Off
Call	Flashing
Busy	On

- Instead of lifting the handset to start with, you can also press the DSS key for the desired subscriber first and then lift the handset (dialling with handset on-hook).

Headset

With the T3 Compact it is possible to connect a headset to a headset link. The headset is connected directly without a link at the T3 IP Compact.
Before making a call using the headset, you have to activate it in the menu.

Activating headset *(→ p. 67)*
Headset - answering calls *(→ p. 67)*
Continuing a headset call with the handset *(→ p. 67)*
Continuing a handset call with the headset *(→ p. 67)*
Finishing a headset call and clearing the connection *(→ p. 67)*
Headset - making a call *(→ p. 68)*

- The headset link only correctly supports the headsets which have been released for this link.
- **Caution: Prevent damage to your hearing!**
  If you use a headset (headphone) on a continuous basis, loud signals can cause damage to your hearing. So always reduce the volume of loud calls to a pleasant value (using the "-" key)!

Headset

Activating headset

You have to have inserted a headset link and connected a headset at the T3 Compact. With the T3 IP Compact the headset has to be connected directly to the telephone.

Press the "Menu" function key.

Scroll to the `Headset` menu item.

OK Confirm selection.
Whether you can use a connected headset or not is displayed on the right-hand side of the highlighted line.

OK Switch the setting to "On". The new setting is displayed.

ESC Exit menu. You can now use the headset.

- You can set the listening volume for your headset in the same menu.

Headset - answering calls

If you receive a call:

Press the "Handsfree/Monitoring" function key. You will be speaking to the other party via the headset. The LED next to the function key flashes.

Continuing a headset call with the handset

Lift the handset and continue the conversation as normal.

Continuing a handset call with the headset

Press the "Handsfree / Monitoring" function key **twice**. You will be speaking to the other party via the headset. The LED next to the function key flashes.

Ending a headset call and disconnecting

Press the "Handsfree / Monitoring" function key.

Replace the handset if necessary.

Headset

Headset - making a call

0 ... 9 Enter the desired call number on the telephone.

Press the "Handsfree/Monitoring" function key. The LED next to the function key starts to flash. You can speak with your desired call partner as soon as they answer your call.

- If the call number that you want to dial is in one of the lists (call list, directory), then you can also select it there and then press the "Handsfree/Monitoring" function key.

Overview of telephone functions

All the functions that you can assign to use programmable function keys are shown in the table, sorted alphabetically.

Call list
The call list contains all calls that you did not answer. The call list also displays all the calls which have been made.

Paging
For making an announcement to subscribers in your system.

Paging the associated subscriber

Paging group
For paging a group of subscribers within your system.

Handsfree during call
An internal call is automatically answered handsfree.

Group state to "Night Service"
Sets your state in a group to "Night Service"

Group state of the associated group to "Night Service"
Sets your state in the associated group to "Night Service"

Group state to "Out of Service"
Sets your state in a group to "Out of Service"

Group state of the associated group to "Out of Service"
Sets your state in the associated group to "Out of Service"

Deactivate group membership to the associated group
Deletes your group membership to the associated group.

Headset
Headset - enabling and disabling use.

Pick-up
You can use this function to direct calls for other subscribers or groups to your telephone.

Call pick-up from associated subscriber/from associated group

Intercom
Creates an intercom connection to the associated subscriber. Both telephones are set to handsfree.

Internal group call
For simultaneously calling all subscribers of a particular group. You will be connected with the first subscriber that answers the call.

Do Not Disturb
If you do not wish to be disturbed by internal calls.

Partner or destination
If a partner or destination has been stored with a name, this name will be shown.

Overview of telephone functions

Private call
Activates private call

Forward unconditional
For forwarding calls from your telephone to another one.

Forward unconditional to the associated subscriber

Follow me here
For diverting calls from another telephone to your own.

Call diversion from the associated subscriber

Directory
Displays the directory.

Door
Activates the appropriate switching contact. Can only be used if additional equipment is provided.

Account code
For every outgoing call you can enter a 1 to 15 digit account code for billing the charges, e.g. a project or job number.

Voicemail
Switches your voicemail on or off.

Symbol table

The numeric keys can also be used to enter letters and numbers, e.g. for names in the directory. Your telephone switches automatically to entry of letters and numbers when this is necessary.

A general description of how to enter characters can be found under Entering text *(→ p. 12)*.

You can switch (toggle) between upper and lower case entry using the # key.

Key	1	2	3	4	5	6	7	8	9	10	11
1	?	!	.	,	1	;	:	"	´	¿	¡
2	A a	B b	C c	2	Ä ä	Á á	Â â	À à	Å å	Ç ç	
3	D d	E e	F f	3	É é	Ê ê	È è	Ë ë			
4	G g	H h	I i	4	Í í	Î î	Ì ì	Ï ï			
5	J j	K k	L l	5							
6	M m	N n	O o	6	Ñ ñ	Ö ö	Ó ó	Ô ô	Ò ò		
7	P p	Q q	R r	S s	7	ß					
8	T t	U u	V v	8	Ü ü	Ú ú	Û û	Ù ù			
9	W w	X x	Y Y	Z z	9	Ý ý					
0	Empt y	0	#	@	&	%	$	€	§	_	
*	*	+	-	=	(	)	/	\	<	>	#
#	Shift										

Menu overview

You can find an overview of the menu structure of the T3 (IP) Compact below. The first three menu levels are shown.

Deviations from the menu overview shown here may arise for your telephone due to the released functions and the accessories used.

Menu line in basic menu		**... down one menu level**		**... down one menu level**
Pick-up				
Call list				
Directory	>	Searching		
		New indiv. entry		
Call diversion	>	Divert to		
		Follow me here		
		Forward unconditional		
		Fwd. uncond. busy/after time		
		Twinning		
		Forward unconditional for		
Lock	>	Lock telephone		
		Setting up the PIN		
Headset				
Charges*	>	Last call		
		Total		
		Delete them		
Paging				
Group state	>	Group1 - Group n		
Settings	>	Display / tones	>	Acoustics / contrast
				Do not disturb
				Voicemail
				Charges display*
				Group membership
				Language
	>	Dial settings	>	Handsfr. for call
				Call waiting
				Call no. ID
				Direct dial

Menu overview

Menu line in basic menu	... down one menu level	... down one menu level
		Accounting code
>	Links *(only T3 Compact)*	> Compartment 1:
>	Date / Time	> Year
		...
		Minute
Logout		
Login		

Troubleshooting

Incorrect date and time are displayed
Set the correct time in the settings menu.

The number of a caller is not displayed
Call is transmitted without caller's number, e.g. an analogue call, or the caller has switched off the caller ID function.

Short tones during a call
A second call is being signalled. Please refer to the section titled Making several connections *(→ p. 21)* to find out about possible operating steps.

or

You have activated monitoring or handsfree operation

A function does not work
It is possible that the function has not yet been activated by your system administrator.

Telephone cuts off prematurely when programming
No key has been pressed for approx. 60 seconds. This will terminate every programming procedure. You also terminate programming if you answer a call during the procedure.

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